



CORRECTIONS AND REHABILITATION, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CORRECTIONS AND REHABILITATION, DEPARTMENT OF	RELEASE DATE:	Friday, May 15, 2009
POSITION TITLE:	Special Assistant to the Chief of Staff	FINAL FILING DATE:	Friday, May 29, 2009
CEA LEVEL:	CEA 1	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 6,173.00 - \$ 7,838.00 / Month	BULLETIN ID:	05122009_1

POSITION DESCRIPTION

PENDING CONTROL AGENCY APPROVAL

The Special Assistant to the Chief of Staff provides high-level expertise and assistance to the Chief of Staff of the California Department of Corrections and Rehabilitation (CDCR). In this capacity, the Special Assistant makes program and policy recommendations that have department-wide impact in a wide variety of areas including organizational structures, program enhancements, functioning as liaison between liaison between the Chief of Staff and the Legislature, the Governor's Office, and other external entities as well as programs within the Department. As Special Assistant, the incumbent performs the following:

Duties include, but are not limited to:

- On behalf of the Chief of Staff, develops, interprets, and implements policies, crossing program lines within various programs, to ensure consistency with existing departmental policies and objectives. Reviews, formulates, interprets, and implements departmental policy for high level projects having broad impact across multiple programmatic areas; makes program and policy recommendations that have department-wide impact in a wide variety of areas such as organizational structures, strategies, and program enhancements related to the functionality of CDCR necessary to assure adherence with the Secretary's vision and the Department's mission. Advises the Chief of Staff on the impact of proposed program policy and procedure changes within the CDCR. Evaluates and recommends appropriate action to the Chief of Staff on issues related to departmental and program operations, including but not limited to, the impact of proposed legislative, program, and policy issues relating to the functions of the Department. Resolves complex and sensitive administrative issues raised by executive and management staff.
- Directs and reviews progress of sensitive and critical special projects and task forces within the Department. Maintains oversight responsibility for complex and sensitive issues ensuring deadlines,

requirements and inquiries related to court mandates, stipulated agreements, and legislative commitments are met. Provides direction to management, task force members, and others on projects and assignments associated with the Governor's Office, Department of Finance, representatives of the Legislative Analyst's Office, Office of the Inspector General, the Legislature, California Prison Health Care Receivership Corporation, union officials, court officials, and other state, local, and federal agencies.

- Prepares, reviews, and edits reports, correspondence, and other sensitive materials on behalf of the Chief of Staff and Deputy Chief of Staff.
- Represents the Chief of Staff in significant and highly sensitive meetings with staff from the Governor's Office, Legislature, Directors, and other executive and management staff on a variety of program issues delegated to the incumbent by the Chief of Staff; in meetings and on various projects with other law enforcement entities. Acts as a conduit with local law enforcement entities to ensure programs and policies are consistent with those of the Department; with subordinate department executive management in providing direction and focus in the development, formulation, coordination, and implementation of policies and procedures that are consistent and standardized among the various programs.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation;

methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

- Knowledge of the organization and mission of the California Department of Corrections and Rehabilitation; and current issues faced by Adult Operations, Adult Programs, Juvenile Justice and the Department as a whole.
- Demonstrated ability to communicate both orally and in writing, and work collaboratively with the Governor's Office, legislative staff, high level officials within state and federal government, control agencies, special interest groups, the public, the courts, and departmental staff.
- Ability to advise the Chief of Staff and executive staff on a wide range of sensitive and controversial issues, and make sound decisions that will uphold the integrity of the Department.
- Experience in and knowledge of the development, implementation, formulation, and coordination of policies and procedures.

- Knowledge of budget management including the principles, practices and methods of fiscal accountability.
- Experience in public administration, personnel management, and leadership; and knowledge of the Department's equal employment opportunity program objectives and a manager's role in achieving an equal employment opportunity workplace.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager II, Correctional Administrator, Department of Corrections, Parole Administrator I, Adult Parole, Program Administrator, Correctional School, or Youth Authority Administrator, including the implementation and/or evaluation of program policies. Experience which shall have demonstrated the ability to communicate with legislators, local governmental jurisdictions, and community and civic leaders. Experience in the development and implementation of policies and procedures.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Special Assistant to the Chief of Staff**, with the **CORRECTIONS AND REHABILITATION, DEPARTMENT OF** . Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

This examination will consist of a review by an executive screening committee of the candidates' Statement of Qualifications that describes their experience, knowledge, and abilities as they relate to the desirable qualifications identified in the bulletin, using predetermined evaluation criteria.

FILING INSTRUCTIONS

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address listed below for the Office of Executive Appointments

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than four pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

CORRECTIONS AND REHABILITATION, DEPARTMENT OF , Office of Executive
Appointments
1515 S Street, #108N, Sacramento, CA 95811

Vicki Ann Tapia | 916 445-9287 | vickiann.tapia@cdcr.ca.gov

ADDITIONAL INFORMATION

* Salary may be negotiable, subject to control agency approval based on the candidates' knowledge, skills, and abilities to perform in the capacity of Special Assistant to the Chief of Staff.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CORRECTIONS AND REHABILITATION, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>